**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Structure and role of relational databases, p 97**

1. What is a flat file database?

A flat file database is a database that only has one table.

1. Define each of the following terms:
   1. Primary key

A primary key uniquely identifies each record in the database.

* 1. Field

A field relates to a specific piece of information.

* 1. Record

A record is a set of information about one entity (a person, event, or object).

* 1. Form

A form allows an input screen to be formatted and link to an underlying table or query.

* 1. Query

When you need to filter a set of data, you use a query.

* 1. Report

A report formats the query data and allows you to add summary statistics, such as totals, as well as headings, to make the information easier to read and understand.

* 1. Macros

When run, macros will carry out a set of predetermined tasks like printing a report.

**Data types and formats**

1. List the following **data types** and characteristics of each with examples.
   1. Text

Alphanumeric (e.g. Name, Address, postcode, telephone number)

* 1. Numeric

Numbers only (anything that will be used for calculation)

* 1. Currency

Numbers in the form of dollar (should have $ and .00)

* 1. Date/time

Numbers that represent time and data

* 1. Boolean

Represents one of two statements (yes/no)

* 1. Object

Media or other documents (e.g. images, audio, video or similar)

* 1. Memo

Like text but limited

1. **Data Formats:**

Elaborate on the following common data formats:

* 1. text
  2. fixed decimal places
  3. Date
  4. Date/time
  5. Dollar, currency
  6. True/false, Boolean logic